

Adopt-A-Stream Guidelines

General Program Conditions

1. The City of Alcoa encourages local businesses, civic organizations, watershed groups, church groups, academic institutions, and scout groups to adopt local streams, rivers, and lakes for the purpose of managing litter along stream banks, shorelines, and in waterways.
2. Typically, a team of two people can cover one mile of a lightly littered stream channel in about one or two hours. We suggest groups adopt no less than one mile of a stream or river. *Remember the number of volunteers needed for the cleanup will depend on the length of stream or river adopted.*
3. Adopting organizations will be honored with an Adopt-A- Stream sign, which will include the organization's name. The sign will be posted after the second cleanup.
4. Each group must include a participating adult of 18 years of age or older. Individuals under 18 years of age can participate in a stream cleanup if supervised by an adult. It is recommended to have at least one adult per six youth.
5. Adopting groups agree to collect litter on both sides of the stream at least twice a year. It is recommend one cleanup in the late spring/early summer and one in the fall. Traditionally, the amount of litter is greatest during these times because of spring runoff and the beginning and the end of the water recreation season. **Please return the "Stream Cleanup Event Notification Form" prior to the cleanup event.**
6. Participants must adopt a stream for a period of three consecutive years. After three years, the adopting organization may renew their designation and agreement, modify their designation (*choose a different stream or different segment*), or terminate the agreement.
7. The Designated Representative for the adopting group must conduct a safety meeting prior to every clean up to review the supplied safety information. The Designated Representative may conduct the safety meeting immediately before a cleanup; however, this meeting must be held in a safe, appropriate area.
8. The adopting organization's Designated Representative must visit a City of Alcoa representative at least one week before a scheduled cleanup. At that time, city staff will provide the Designated Representative with safety information, gloves and trash bags for every member of the adopting group's cleanup crew.
9. The Designated Representative is responsible for notifying city staff if any of the adopting group's participants has a condition that might require special safety precaution or provisions covered under the Americans with Disabilities Act.
10. Adopting groups' members shall not trespass on private property. Permission from the property owner must be secured. before entering private property
11. The adopting group is responsible for notification to the Program Coordinator for location of all collected litter.

12. Within two weeks of the project date, the Designated Representative for the adopting group must send copies of the sign-in sheets; all completed and signed safety liability release forms and the stream cleanup event notification form to the Adopt-A-Stream Program Coordinator.
13. The City of Alcoa reserves the right to deny an adoption request or cancel the adoption agreement of any group.

Adopt-A-Stream Guidelines

Safety Guidelines

1. Before an adopting group applies to adopt a stream, or before any program activities are initiated, the group's Designated Representative should survey the stream on the days and during the hours the group intends to perform cleanups to determine if stream conditions are safe and appropriate for the ages and abilities of the group's members. If, at any time, the adopting group feels the adopted section of stream has become unsafe for litter pickups, the group's Designated Representative should call the local Program Coordinator and he or she will work with the group to identify a safer stream section or a different stream.
2. The Designated Representative of the adopting group must conduct a safety meeting prior to every cleanup to review the supplied safety information. The Designated Representative may conduct a safety meeting immediately before a cleanup; however, this meeting must be held in a safe and appropriate area.
3. Individuals under 18 may participate in a stream cleanup only if supervised by an adult. Adopting groups must provide at least one adult supervisor for every six (6) children under 18 years old.
4. Adopting groups should avoid working on steep slopes or in confined stream/river stretches with limited ingress/egress.
5. Adopting groups shall not work around/on class one rapids or greater.
7. Cleanup participants are encouraged to wear a bright orange safety vest or bright clothing (*or, if appropriate a life-jacket*) at all times. Participants shall also wear gloves.
8. Always work in groups of two or greater. **Do not work alone!**
9. Cleanup participants should not drink water from any stream. Refreshments should be provided by the Contact Person and/or project organizer or participants may bring their own.
10. Cleanups shall be scheduled during daylight hours and during fair weather. Remember to schedule a "rain-date" ahead of time.
11. Cleanup participants are encouraged to take breaks, drink fluids, and avoid overexertion.
12. Do not pick up materials that appear hazardous or unsafe.
13. Be alert for snakes, stinging insects, and poisonous plants.
14. Applicants to whom an Adopt-A-Stream Program Designation and Agreement are issued shall at all times indemnify and save harmless the City of Alcoa. **All volunteers shall sign a liability release form prior to participating in any cleanup activities.** Liability forms must include the following language: *Adopt-A-Stream Program volunteers shall at all times indemnify and save harmless the City of Alcoa, agents and officers, from responsibilities, damage, or liability arising from the exercise of the privileges granted under designated programs.*

15. Adopting groups shall provide volunteers with emergency phone numbers, as well as a means to contact the appropriate authority in case of an emergency (*a mobile phone or the location of the nearest pay phone*), and first aid kits.

Adopt-A-Stream

Stream Cleanup Checklist

- ☐ Submit Application for Local Program Designation to appropriate Adopt-A-Stream Program Coordinator
- ☐ Form an organizing committee
- ☐ Conduct visual survey of cleanup area
- ☐ Select the project date and the time of the event
- ☐ Locate and reserve a central meeting place
- ☐ Arrange for the disposal of collected litter through the appropriate Adopt-A-Stream Program Coordinator
- ☐ Obtain permission from landowners to enter private property in the proposed cleanup area
- ☐ Recruit stream cleanup volunteers from your organization or community
- ☐ Publicize the stream cleanup project
- ☐ Gather cleanup equipment and materials
- ☐ Conduct safety meeting
- ☐ Send copies of sign-in sheets (*please attach all signed liability forms*) and the Stream Cleanup Event Notification Form
- ☐ Conduct stream cleanup and litter collection
- ☐ Begin planning next cleanup



Stream Cleanup Event Notification Form

Organization: _____

Designated representative: _____

Representative phone #: _____

e-mail address: _____

Date of cleanup: _____

Stream cleanup site: _____

Central meeting location: _____

Approximate number of volunteers: _____

Please determine the number of supplies you need: _____ Bags
_____ Gloves

Determine litter collection area (bags must be placed together at least 6 feet from edge of road):

**Please return this form at least two weeks prior to stream cleanup event to the
Adopt-A-Stream Program Coordinator:**

**Andrew Sonner, P.E.
1050 Springbrook Rd
Alcoa, TN 37701
Phone: 380-4806
Fax: 380-4803
e-mail: asonner@cityofalcoa-tn.gov**



Adopt-A-Stream Stream Cleanup Data Form

Date: _____ Stream Adopted: _____

Adopting organization: _____

Name of contact person: _____

Phone Number: _____

Map location from county road map (if available): _____

Location of stream section cleaned (*if possible please provide names of road crossings and or attach a map*):

Number of miles cleaned: _____

Number of participants: Adults: _____ Children: _____

Number of trash bags collected: _____

Type of trash collected: _____

Most unusual item found: _____

Cleanup time (in hours): _____

Comments: _____



Adopt-A-Stream Liability Release Form

Before participating in a stream cleanup, all volunteers must sign this liability release form.

A parent/guardian is required to sign for volunteers under 18 years of age.

This form must be received by our office prior to cleanups.

The following persons will participate in one or more litter cleanups. By our signatures we agree to abide by the City of policies and safety guidelines. We will not hold the City of Alcoa responsible for injuries or damages that may occur as a result of participation in the Adopt-A-Stream program.

Name	Check if Minor	Signature

*Note: If more spaces are needed, please make copies of this Liability Release Form.



Adopt-A-Stream Visual Assessment Reporting Form

Date: _____ Group/Organization: _____

Contact Person: _____ Phone: _____

Stream location/ Name: _____

Stream Assessment: (Please list the following characteristics)

Water Color: (please describe)

Odor: yes__ no__ (if yes, please describe)

Oily sheen: yes__ no__

Foamy: yes__ no__

Algae: yes__ no__

Stream Appearance: Did anything look unnatural or out of the ordinary during your visual inspection of the stream?

(If yes, please explain)

Land Use and Ownership: (check all that apply)

___ Farming/Agriculture

___ Residential

___ Private owner

___ Industrial

___ Commercial

___ School

___ Forest

___ Open space

___ Park

___ Government owned

___ Other _____

Blockages: (Were there any debris or debris piles that could cause the stream to flood? For example: blocked culverts, pipes, or bridges). If yes, please indicate the location as well as the types of debris causing the blockage.

Pipe/tile discharge: (Were there any pipes/tiles discharging liquid during a dry period (without rain for several days)). If yes, please indicate the location as well as the characteristics of the liquid discharge.

Other Comments:

Please complete and return to the Adopt-A-Stream Program Coordinator